

KEWEENAW BAY INDIAN COMMUNITY

2016 TRIBAL COUNCIL

WARREN C. SWARTZ, JR., President
JENNIFER MISEGAN, Vice President
SUSAN J. LAFERNIER, Secretary
TONI J. MINTON, Assistant Secretary
DOREEN G. BLAKER, Treasurer

Keweenaw Bay Tribal Center
16429 Beartown Road
Baraga, Michigan 49908
Phone (906) 353-6623
Fax (906) 353-7540

ROBERT "R.D." CURTIS, JR.
FRED DAKOTA
EDDY EDWARDS
RANDALL R. HAATAJA
MICHAEL F. LAFERNIER, SR.
GARY F. LOONSFOOT, SR.
DONALD SHALIFOE, SR.

AIR QUALITY SPECIALIST

One (1) part-time (up to 29 hours/wk), non-exempt position; Dependent on grant funding

***ALL REQUIRED DOCUMENTATION MUST BE SUBMITTED BY THE CLOSING
DATE OR THE APPLICANT WILL NOT BE CONSIDERED FOR EMPLOYMENT***

- ☐ Completed Keweenaw Bay Indian Community application
- ☐ Qualification Sheet
- ☐ Current Resume'
- ☐ Cover Letter
- ☐ Minimum of three (3) professional Letters of Recommendation
- ☐ College transcripts
- ☐ Copy of valid, unrestricted driver's license
- ☐ Copy of Central Registry Child Abuse/Neglect Clearance from Michigan Dept of Health & Human Services
- ☐ If you are American Indian, you must attach a copy of tribal enrollment or proof of descendency
- ☐ If you are a Veteran, you must attach a copy of your DD214

Keweenaw Bay Indian Community
Hannah Beesley, Personnel Director
16429 Beartown Road
Baraga, MI 49908
906-353-6623, ext. 4140 or 4176
Fax: 906-353-8068
Email: personnel@kbic-nsn.gov

Distribution Date: November 16, 2016

Closing Date: December 2, 2016 at 4:00 pm

LAKE SUPERIOR BAND OF CHIPPEWA INDIANS

"Home of the Midnight Two-Step Championship"

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POSITION ANNOUNCEMENT

POSITION:

AIR QUALITY SPECIALIST

Part-time (up to 29 hours/week), Non-exempt position
Dependent on grant funding

LOCATION:

KBIC Natural Resources Department
14359 Pequaming Road
L'Anse, MI 49946

SUPERVISORY CONTROL:

Environmental Specialist

SALARY:

Grade 8 (minimum starting wage = \$15.21/hour)

QUALIFICATIONS:

- Must possess a Bachelor's Degree in Environmental Science, Air Quality, or closely related science field. One (1) year of demonstrated work experience in Environmental Sciences or related field preferred.
- OR** Must possess an Associate's Degree in Environmental Science, Air Quality, or closely related science field **AND** three (3) years work experience in Environmental Services or related field.
- OR** Must possess a combination of post-secondary education and work experience in Environmental Services or closely related field equaling at least five (5) years.
- Experience in performing investigative studies; collecting, reading, analyzing, and interpreting scientific and technical data; grant administration; grant funding; and report writing is preferred.
- Must possess a valid, unrestricted driver's license and be insurable to operate fleet vehicles.
- Must be willing to attend training and to travel up to 50 miles three days per week.
- Must be able to document legibly.
- Must possess effective and professional communication skills.
- Must be computer literate and have working knowledge and experience with MS Office Suite (specifically Word and Excel). Experience with ArcView GIS is preferred.
- Must be in good physical condition and have the ability to lift up to 50 pounds unassisted.
- Must be able to obtain a satisfactory clearance in accordance with the Indian Child Protection and Family Violence Prevention Act Background Investigations Policy.
- Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment physical, and pre-employment drug testing.

INDIAN PREFERENCE:

Preference will be given to qualified individuals of American Indian descent.

VETERAN PREFERENCE:

Preference will also be given to Veterans who do not have bad conduct or dishonorable discharges (need DD214).

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DUTIES AND RESPONSIBILITIES:

1. Coordinates assignments and works closely with the Environmental Specialist.
2. Assist the Keweenaw Bay Indian Community and the Natural Resources Department with the administration of U.S. Environmental Protection Agency grant(s) and to implement an air quality management project, including air quality assessment, community education and outreach related to air quality, source inventory, and preparation for an emissions inventory.
3. Responsible for working on air quality issues, both ambient and indoor; air quality assessment; air quality data collection, quantification, and interpretation; air quality complaint review and tracking; air quality permit review; source inventory and categorization; and Emissions Inventory Preparation Plan.
4. Assist with grant application preparation as well as grant administration, budget tracking, progress review and reporting, and grant closeout.
5. Participate in the coordination and monitoring of the air quality program budget; forecast additional funds needed for staffing, equipment, materials and supplies; recommend purchases; recommend adjustments as necessary.
6. Participate in the development and implementation of goals, objectives, policies, and priorities for environmental and air quality program(s); identify resource needs; recommend and implement policies and procedures.
7. Conduct scientific research and prepare technical reports relating to air quality.
8. Assist with the development, coordination, and implementation of educational material relating to air quality and environmental protection.
9. Attend various trainings related to air quality and environmental assessment, including air quality assessment, emissions inventory, and air monitoring.
10. Attend and participate in professional group meetings, including Tribal, Federal, and local agencies and groups; stay abreast of current issues in the field of air quality.
11. Maintain effective and professional communication and working relationships with relevant air quality professionals, environmental staff, Tribal and Federal personnel, and members of the community.
12. Perform other duties as assigned

This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level difficulty.

Distribution Date: November 16, 2016

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Qualification Sheet

Name: _____

POSITION: **Air Quality Specialist**

Please list your specific experience and knowledge in regards to the following qualifications:

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